



Reference No.: BatStateU-FO-OGC-03

Effectivity Date: July 28, 2017

Revision No.: 01

REQUEST FOR CERTIFICATE OF GOOD MORAL CHARACTER

Note: Please complete the information below

Date:

Student's Name:

Sex: Male [] Female []

SR Code:

Campus:

Program:

Year & Section:

Purpose (please check):

[] OJT [] Scholarship/Financial Assistance [] Employment [] Board Exam

[] Others, please specify: _____

For OJT purpose only: (No payment)

I certify that Mr./Ms. _____ has attended the OJT Orientation.

Signature Over Printed Name
OJT Coordinator

I certify that Mr. /Ms. _____ has /has not incurred any

Indicate Offense

- minor offense _____
- major offense _____

Signature Over Printed Name
Discipline Coordinator**For procedures and requirements needed, please see back page.**

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Discipline Coordinator**For procedures and requirements needed, please see back page.**

General Procedure:

1. Secure the signature of the Office of Student Discipline (OSD) Head/Coordinator.
2. Pay a fee of thirty pesos (Php 30.00) at the Cashier's Office. Be sure to secure the official receipt.
3. Secure documentary stamp at the BIR.

Note: For OJT purposes and Students who will represent the University in regional, national and international competitions payment is not required.

Requirements Needed: (Depending on the purpose)

A. For school requirement: (Transferees)

1. Present the accomplished Exit Interview Form.

B. For employment, licensure examinations and further studies:

1. Submit a photocopy of diploma or Transcript of Records (TOR).

C. For scholarship purposes:

1. Submit a photocopy of application form of scholarship
2. Submit a photocopy registration form (current semester)
3. Submit a photocopy grades from previous semester

D. For TOSA applicants:

1. Submit a photocopy of TOSA application form of scholarship (for scholars only),
2. Submit a photocopy registration form (current semester)
3. Submit a photocopy of any proof of application of honors/awards to any organization.

E. For OJT purposes: (No payment)

1. Submit a photocopy of registration form (current semester), Request for Certificate of Good Moral Character (CGMC) Form signed by the OSD and OJT Coordinator.
2. Undergo initial interview/career advising and mentoring for assessment.

F. For students who will represent the University in regional/ national /international competitions: (No payment)

1. Submit a photocopy of registration form (current semester)
2. Submit a photocopy of an approved letter of the event and;
3. Submit a photocopy of any proof that the student is part of the competition (invitation, application or line-up of players).

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